

12 March 2019

Request for quotation (RFQ) – goods or services

RFQ Title:	Hausa Translation Consultant
RFQ Issue Date:	12 March 2019
Terms of Reference / Specifications:	The service to be delivered are detailed in the attached Schedule.
Project	Propcom Mai-karfi
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	26 March 2019 by 5pm
Contact Person	Info@propcommaikarfi.org
Details for Submission	Email as one attachement: 1.A detailed Curriculum Vitae 2.A cover letter indicating daily rate. 3.Three(3) professional referees of persons/companies worked with in recently. 4. Tax Identification Number

Thank you for your interest in the above procurement. As managing contractor for the Project, the Company invites you to submit a quote for the Goods or Services listed below. Your quote will be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time.

I look forward to your response. If you have any queries, please do not hesitate to contact me on 0805 479 6998 or by e-mail sbaba@propcommaikarfi.org

Yours sincerely,

Name of Signatory: Salamatu Baba

Title of Signatory: Market Manager

Terms and conditions

1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

Background

Propcom Mai-Karfi is a DFID programme aimed at increasing incomes for the poor in Northern Nigeria through enhanced employment opportunities and improved productivity in selected agricultural market systems in Northern Nigeria. Propcom Mai-karfi recently got a 3 years extension (2018-2021) with particular focus on the six North East (NE) States and 3 North West states- Kaduna, Kano and Jigawa states. The aim is to influence INGOs in the NE states to shift from humanitarian to development and to implement market recovery and systems development programmes across the targeted states.

The project has over the last few years worked in the areas of poultry health and improved poultry husbandry. It has also facilitated activities in poultry marketing..

In this phase, the project intend to implement the following strategies under poultry husbandry

1. Build the capacity of poultry producers particularly women on improved husbandry techniques to increase their flock sizes and survival rates
2. Strengthen group formation dynamics for poultry producers
3. Facilitate output market linkages for poultry and livestock products.

The Poultry production and marketing team has built the capacity of over 18,000 women from 2018 through partnerships with CBOs and Veterinary Consults on improved production techniques (LOCIP) using carefully designed training tools. The capacity building activities are usually interactive and where appropriate delivered in Hausa, the sessions identify challenges, gathering feedback and lessons learnt. Based on an assessment of recent training feedback, the present English version of the training tools were recently updated to address identified gaps, including the need for a Hausa translation and greater use of pictorial representations with minimal narrative.

Purpose

To engage the services of a Consultant to translate the updated LOCIP training tool to Hausa language.

Specific Activities

1. Work with the poultry team to translate a 25 -page training flipchart and calendar from the english version into simple and standard Hausa.
2. Make corrections on translation as requested by PM team
3. Periodically update the training material as the need arises during the contract period

Methodology

The consultant will receive the English version of documents and work independently to complete the translation on time. The consultant will submit completed translation for review/testing in field and feedback for required edits

Outputs/Deliverables

The final document in simple and standard Hausa should be in Microsoft Word, and mirror the format of the English document.

Essential Qualifications

The Consultant should have;

- 3-5 years of experience translating materials from English to Hausa

- Demonstrated ability to write in simple and standard Hausa
- Strong verbal and written communication skills
- Ability to use Microsoft Word

Venue(s), timing and duration of assignment

The assignment will be managed under a call down contract. The successful performance of the first 5 input days input will determine whether the Consultant will be asked to undertake subsequent inputs over the remaining period of contract. All inputs must be agreed by both parties and signed contract amendments used to define the scope of work and level of effort expected.

The translator (consultant) will report directly to the Market Manager, Salamatu Baba or the requesting Market.

Selection Criteria	Score
Daily Rate	5
Previous translation experience	10
Reference	5
Total	20

Method of Application

Interest persons can forward a copy of their CV and cover letter indicating their daily rate and references to info@propcommakarfi.org, copying sbaba@propcommakarfi.org on or before close of business on Friday 26nd March 2019 by 5pm. Candidates should use “Hausa Translation Consultant” as the subject of the email.

Only shortlisted candidates will be contacted.

If your quote is successful, you will be required to enter into the Company’s standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company’s policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company’s Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium’s Due Diligence process.